

Message Text

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11

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FM AMEMBASSY WARSAW

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E.O. 11652: N/A

TAGS: BEXP, AMGT, APER, PL

SUBJECT: REPROGRAMMING OF E/C POSITIONS

REF: STATE 101921

1. THE EMBASSY RECOMMENDS THE ADDITION OF ONE AMERICAN SECRETARY AND ONE LOCAL EMPLOYEE TO THE E/C STAFFING.

2. SINCE 1973, THE WORKLOAD OF THE E/C SECTION HAS MULTIPLIED SEVERAL TIMES WHILE ONLY TWO POSITIONS HAVE BEEN ADDED TO THE SECTION (ONE LOCAL RECEPTIONIST AND ONE JUNIOR OFFICER). SINCE 1973, US EXPORTS TO POLAND OF NON-AGRICULTURAL GOODS HAVE INCREASED ALMOST FOURFOLD, AND THE NUMBER OF US FIRMS HAVING OFFICES IN POLAND HAS MORE THAN DOUBLED. THE NUMBER OF US BUSINESS VISITORS HAS DOUBLED AS WELL. FURTHERMORE, US BUSINESSMEN OPERATING IN THE STATE-CONTROLLED ECONOMY OF POLAND, EITHER THROUGH LOCAL OFFICES OR AS VISITORS, REQUIRE MUCH MORE ASSISTANCE FROM THE E/C SECTION THAN WOULD BE NEEDED IN THE MARKET-ORIENTED ECONOMIES OF THE DEVELOPED OR UNDERDEVELOPED WORLDS.

3. THE ACTIVITIES OF THE SCIENCE OFFICE HAVE BEEN EXPANDED AND UPGRADED, AND THAT OFFICE HAS BEEN ESTABLISHED AS AN INDEPENDENT SECTION. THE SCIENCE ATTACHE'S AMERICAN SECRETARY HAS BEEN ABLE TO SPARE LESS
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AND LESS TIME TO HELP THE E/C SECTIONS ONE REMAINING

AMERICAN SECRETARY. THE E/C SECRETARY HAS TO DO ALL THE SECRETARIAL WORK FOR THE THREE E/C OFFICERS LOCATED IN THE EMBASSY PROPER AS WELL AS THE CLASSIFIED WORK FOR THE SECTION'S FOURTH OFFICER, WHO OPERATES OUT OF THE US TRADE DEVELOPMENT CENTER, THREE BLOCKS FROM THE EMBASSY.

4. AS THE WORKLOAD IN THE SECTION HAS GROWN, IT HAS BECOME IMPOSSIBLE FOR THE OFFICERS OF THE SECTION TO DICTATE THEIR REPORTS AND CORRESPONDENCE, AND THEY HAVE HAD TO TAKE ON INCREASING NUMBERS OF TASKS (E.G., ESCORTING VISITORS, XEROXING, TYPING DRAFTS) WHICH WERE PREVIOUSLY PERFORMED BY THE SECRETARY. THE PRODUCTIVITY OF THESE FOUR AMERICAN OFFICERS WOULD BE GREATLY INCREASED IF AN ADDITIONAL SECRETARY WERE ADDED TO THE SECTION. MOREOVER, UNDER PRESENT CIRCUMSTANCES, THE E/C SECTION'S SECRETARY CAN UNDERTAKE FEW, IF ANY, OF THE JOB-ENRICHING TASKS WHICH MAKE SECRETARIAL WORK MORE SATISFYING. EVEN THOUGH SHE WORKS OVERTIME AT LEAST AN HOUR EACH DAY, SHE BARELY HAS TIME TO PERFORM THE ESSENTIAL TASKS, SUCH AS TYPING AND FILING.

5. THE REQUESTED LOCAL POSITION WOULD PRMIT THE TRADE DEVELOPMENT CENTER TO SERVE MORE EFFECTIVELY THE RAPIDLY GROWING NUMBER OF US BUSINESS VISITORS TO POLAND. UNLESS THE CALIBER OF THE SERVICE PROVIDED US BUSINESSMEN IS TO BE PERMITTED TO DECLINE, A THIRD LOCAL EMPLOYEE WILL HAVE TO BE ADDED TO THE TRADE CENTER. THE COST-EFFECTIVENESS OF HIRING AN ADDITIONAL LOCAL EMPLOYEE IN TERMS OF INCREASED EXPORT SALES, ESPECIALLY ON THE PART OF SMALL AND MEDIUM-SIZED US FIRMS, WILL BE VERY GREAT.

6. FOLLOWING THE INSPECTORS' RECOMMENDATION DURING THEIR FEBRUARY, 1975, VISIT, THE RECEPTIONIST POSITION AT THE WARSAW TRADE DEVELOPMENT CENTER, WHICH HAD BEEN FILLED THROUGH A PERSONAL-SERVICES CONTRACT, WAS MADE A PERMANENT POSITION.

7. SINCE US-POLISH COMMERCIAL RELATIONS WERE NORMALIZED LIMITED OFFICIAL USE

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IN LATE 1972, POLAND HAS BECOME AN IMPORTANT MARKET FOR THE US, AND ECONOMIC/COMMERCIAL ACTIVITY HAS BECOME EXTREMELY IMPORTANT IN OUR OVERALL RELATIONS WITH THIS COUNTRY. THERE IS EVERY INDICATION THAT OUR ECONOMIC AND COMMERCIAL TIES WITH POLAND WILL CONTINUE TO EXPAND RAPIDLY FOR THE FORESEEABLE FUTURE. THE EMBASSY REQUESTS THAT IT BE AUTHORIZED THE MODEST INCREASE IN RESOURCES WHICH IT REQUIRES TO KEEP UP WITH THE

GROWING REQUIREMENTS OF US BUSINESS AND THE VARIOUS
US GOVERNMENT AGENCIES.

DECONTROL UPON RECEIPT.
DAVIES

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